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POLICY

This policy provides standards to assist in reducing utility expenses for the Department of Licensing and Regulatory Affairs (LARA).

STANDARDS

All primary lighting is turned off at night Monday through Friday and on weekends. Primary lighting on the weekend is turned off from 9:00 p.m. Friday to 6:00 a.m. Monday. This restriction also applies to state holidays.

All employees are to shut off all personal computers, task lighting, equipment, and appliances during the restricted hours.

Employees who find it necessary to use the facility during restricted periods must do so using task lighting in their workstation.

Primary lighting is not turned on to accommodate use of a facility unless LARA Finance and Administrative Services Team (FAST) has pre-approved an exception. Exceptions must be submitted in writing to FAST.